

TO: C. T. Bauer College of Business Faculty/Instructors

FROM: Elizabeth Anderson-Fletcher

SUBJECT: Teaching Effectiveness Questionnaires

---

For each class you teach, you will have two packets: a packet of scantron forms and a packet of open-ended response sheets.

The instructor should leave the classroom while the questionnaire is being completed and collected.

Student proctors should separate the forms into four sections after they have been completed.

Completed Questionnaires  
Unused Questionnaires

Completed Open-Response Sheets  
Unused Open-Response Sheets

*Scantrons should be collected and returned in one envelope; the open-ended response sheets should be collected and returned in a separate envelope, both of which are provided.*

***A total of two (2) envelopes should be returned after the evaluation has been completed.***

Return all questionnaire materials (used and unused) to **ROOM 332** and place in the designated **mailbox (220)**. The two students administering the questionnaires should sign their name and record their student ID numbers (not SSN number) in the section below.

NAME

NUMBER

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: STUDENTS MUST COMPLETE THE FORM USING A #2 PENCIL. ANY SCANTRONS COMPLETED IN INK CANNOT BE TABULATED. ADDITIONAL PENCILS MAY BE RECEIVED FROM YOUR DEPARTMENT'S OFFICE MANAGER FOR STUDENT USE IN COMPLETING THE SCANTRON FORM**